



HAFSANA ANSARI

LOGISTICS COORDINATOR

CONTACT



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DUBAI, UAE

Skills

Inventory management

Supply chain management

Logistics management

Customer service

Negotiation

Warehousing

Process improvement

Time management

Operations management.

Continual improvement process

ACADEMIC PROFILE

- ❖ Professional Diploma in logistics and shipping Management(2020-2021)
Govt polytechnic College
Nattakam Kottayam.
- ❖ Tourism and Heritage Management (2019)
MarThoma College Thiruvalla.
- ❖ B.A History (2016-2019)
MG University
- ❖ Higher Secondary (2014-2016)
St. Theresa's BCHS School
Chengaroor
- ❖ Global Business and Foundation skill Programme (2014-2015)
Gvnt.Of Kerala (ASAP)
- ❖ SSLC (2014)
St. Theresa's BCHS School
Chengaroor

SUMMARY

Experienced Logistics coordinator with one years of professional experience in India.Manage emails,phone calls, mail, and coordinate meetings , ensuring efficient workflow and effective communication within the office environment. Coordinating transportation providers to ensure prompt and proper movement of shipments.

Work Experience

LOGISTICS COORDINATOR

Lulu International Shopping Mall

17 June,2022- 28 Dec 2023

- Updating inventory lists.
- Receiving and dispatching goods and verifying movements of stock.
- Checking purchase orders against stock levels.
- Preparing delivery schedules.
- Preparing delivery schedules.
- Coordinating maintenance and repairs of storage facility.
- Entering data into a database.
- Maintaining optimal stock levels at minimum cost.
- Ensuring OH&S protocols are followed in storage facility.
- Calculating storage and clearance costs.
- Managing incoming and outgoing invoices.

IT SKILLS

- Microsoft Office packages
- Software: Wms,Excel,SAP
- Ability to perform customized software
- Proficiency with e-mail and MS application

PERSONAL DETAILS

Gender : Female

Nationality : Indian

D.O. B : 09-10-1997

Languages English, Malayalam, Hindi

Visa Status Visiting Visa

Passport Number.W0886067

KEY COMPETENCIES

Leadership skills

Organizing skills

Analyzing and Reporting

Presentation skills

Communication skills

Logistics analysis